GDIT’s Early Career Program is designed with you in mind! Our business internship allows you the opportunity to be a part of a collaborative team that is helping to solve our client’s most complex issues. Throughout GDIT’s 10-week summer internship program, you will work on innovative projects that touch areas such as Finance, Accounting, Human Resources, Proposal Writing, Consulting, and other related areas depending on your background and interest. As an intern, you will have real responsibilities and work alongside experienced and innovative industry professionals. Your internship experience will equip you with best in class skills to take back to the classroom.

GDIT is seeking a Healthcare Policy Associate (Intern) in Rockville, MD

Profile

The Healthcare Policy Associate (Intern) reports to the Deputy Program Manager and works closely with the MATS training, operations, and IT teams to support a wide range of small projects across the program. Projects can include helping to develop, edit, or publish health policy training materials, including webinars, job aids, fact sheets, and standard operating procedures. They may also include creating responses to complex healthcare policy inquiries and peer reviewing other team members’ responses. The successful candidate will be able to operate independently and will display a close attention to detail.

Principal Duties and Responsibilities:

- Support healthcare policy training team by researching, preparing, and editing health policy documents for publication, including webinars, job aids, fact sheets, and standard operating procedures.
- Prepare and edits contract deliverables as assigned, including meeting minutes, internal job aids, and quick reference guides.
- Build content knowledge while using solid proofreading and layout skills to develop polished work products.
- Support program-wide development of training content and materials by distilling complex health policy topics in plain language.
- Research, craft, and standardize written responses to complex inquiries.
- Communicate complex policy information clearly and in a well-organized manner.
- Collaborate with cross functional teams to document inquiry responses for ongoing regulatory changes that affect in-person assisters and health care consumers with a high degree of organization and attention to detail.
- Review other team members’ inquiry responses for quality and accuracy of response, format, and grammar.
- Participate in client meetings and documenting notes in a clear and concise manner.
- Ensure document standards for quality, graphics, format, and style.
- Other duties and special projects may be assigned.

Skills, Experience, and Other Job Related Requirements:
Minimum Requirements:

- Currently enrolled in an accredited college or university
- Public policy, public administration, business, English, communications, or other related field.
- Flexibility to take on a variety of tasks (e.g., writing, editing, tracking, and project support).
- Excellent written and oral communication skills and ability to multitask.
- Sound analytic, problem solving, and qualitative skills.
- Strong customer service in the form of good work product.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Ability to set priorities, manage time, and work under time constraints.
- Ability to work independently and collaboratively, both remotely and in person.

Additional Skills and Competencies:

- High level of initiative coupled with quick learning ability.
- Proven team player with a customer service oriented and solution-focused attitude.
- Interest in health policy, health care reform, and strong commitment to social justice and health equity.

#GDITInterns

The likely hourly rate for this position is between $17.60 - $26.40, this is not, however, a guarantee of compensation or salary; rather, salary will be set based on experience, geographic location and possibly contractual requirements and could fall outside of this range.

View information about benefits and our total rewards program.

We are GDIT. The people supporting some of the most complex government, defense, and intelligence projects across the country. We deliver. Bringing the expertise needed to understand and advance critical missions. We transform. Shifting the ways clients invest in, integrate, and innovate technology solutions. We ensure today is safe and tomorrow is smarter. We are there. On the ground, beside our clients, in the lab, and everywhere in between. Offering the technology transformations, strategy, and mission services needed to get the job done.

GDIT is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected class.

To Apply:

https://www.gdit.com/careers/job/73d2ba8bc/healthcare-associate-policy-intern/